

UNITED STATES GOVERNMENT

Memorandum

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TO : Director of Training

DATE: 16 July 1965

FROM : Personnel Office, OTR

SUBJECT: Weekly Activity Report #17

25 YEAR
RE-REVIEW

I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

Reassignments

[Redacted]

4. [Redacted] GS-05 secretary from [Redacted] was interviewed by [Redacted] on Monday, 12 July, for one of the two GS-06 Training Assistant vacancies in OS/HT. [Redacted] has been accepted for the position and the CSPO/D Panel is checking with DODS on a release date. [Redacted] will report on Monday, 19 July, to fill the position recently vacated by [Redacted]

5. WE Division has expressed a definite interest in [Redacted] for assignment to Headquarters for approximately six months followed by an overseas tour. [Redacted] will release [Redacted] as soon as a qualified replacement is available.

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Reassignment Possibilities

4. ORR has expressed an interest in [redacted] secretary, for a possible assignment to a GS-07 position for which [redacted] had requested consideration.

Re-employment

[redacted] who resigned on 30 April 1965 from SSB, called [redacted] on Monday and inquired about re-employment. [redacted] supplied [redacted] with the necessary forms and assured her that we would make every effort to expedite her re-employment. There is a possibility that we can locate an appropriate assignment within OTR. [redacted] has some domestic problems and feels that her re-employment would aid in their solution.

Resignations

1. [redacted] Clerical Training Faculty, has submitted her resignation to be effective Friday, 30 July. [redacted] is resigning for personal reasons and will return to her home in Ohio. [redacted] GS-04 Steno in the Pool, will replace [redacted]

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2. [] has submitted her resignation to be effective 30 July. Janet's husband graduated from William and Mary College in June and has accepted a position in another area.

Retirement

[] has moved his retirement date forward. The newly established effective date will be 30 August 1965.

Disability Retirement

[] has been placed on sick leave pending a Civil Service Commission determination on [] application for disability retirement. [] has 442 hours of sick leave to his credit, enough to carry him until the CSC decision is made.

EOD

[] a GS-04 Clerk Typist in the Pool, has been ear-marked for OTR. [] is the recent bride of []. However, she will not report to OTR for several more weeks. Her specific assignment will be determined at that time.

White House Seminar for Summer Employees

Two OTR summer employees, [] will attend the White House Seminar on "Democracy's Challenge to Youth" to be given at the Sheraton-Park Hotel, 0900-1215, on Tuesday, 20 July. All summer employees could not attend this session because the Sheraton-Park auditorium can accommodate only 5100 persons. However, in early August, at a date to be determined, all summer people may be invited to attend a final session on the White House Lawn with the President scheduled to address the meeting. The OTR quota of two students was determined by the Office of Personnel.

Illness/Injury

1. [] Visual Aids Section, continues his recovery at Arlington Hospital from the appendectomy performed Tuesday, 13 July. [] his supervisor, has prepared a request for approval of advanced sick leave totaling 15 working days.

2. [] sustained chest injuries in a fall from a ladder while making repairs on his home. John fell ten feet onto a concrete surface when the ladder slipped. His body movements are still somewhat restricted but he is up and around. [] has been in contact with John and advises that he may return to work about Tuesday of next week.

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3. [redacted] is still making progress toward recovery following leg surgery performed at Walter Reed Hospital a few weeks ago. Reportedly, his spirits are in good tone. Logistics Personnel and the Office of Personnel, Contract Personnel Division, are jointly looking into all aspects of benefits possible under the Federal Employees Compensation Act and Social Security legislation. Benefits under the Civil Service Retirement System are not due since [redacted] does not have the requisite five year minimum service under this system. Meanwhile, the Logistics Career Service is taking a look at the possibility of further assignments.

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Contract

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[redacted] decided not to accept our contract offer for the summer. [redacted] expressed his appreciation for our offer, but his employment plans for the fall are not firm. More time is needed for the purpose of locating a teaching position. The unsigned contract has been returned to CPD.

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[REDACTED]

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[REDACTED]

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Colonel White and family were guests on [REDACTED] 2 - 5 July,

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[REDACTED]

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[REDACTED]

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